

2025

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IEP Pit Stop: Navigating FY26

IEP Monitoring with Clarity

**Laura Dunn, LaTrese Watson, &
Stanley Cook**

Federal Programs and Oversight

DISCLAIMER – Generative AI Tools

The State of Tennessee does not currently permit the use of Generative AI tools, such as Otter, in meetings hosted on state resources. Meetings with contractors, vendors, and subrecipients are not public meetings and may involve discussion of protected state data. Generative AI tools are not adequately regulated and are designed to train on data that is collected and may misrepresent data or release protected data to the general public. While the State supports your desire to maintain documentation of the meeting and what you learn, please respect our decision to safeguard information and do not attempt to use tools such as these. If you choose to use a tool such as this, the State will block that tool from the meeting.





- IEP Monitoring Overview
- IEP Monitoring Protocol
- IEP Monitoring Tips
- Roles and Responsibilities
- Indicator Responses
- Submitting the Cohort
- IEP Monitoring Results Report
- Corrective Actions
- Resources and Contacts



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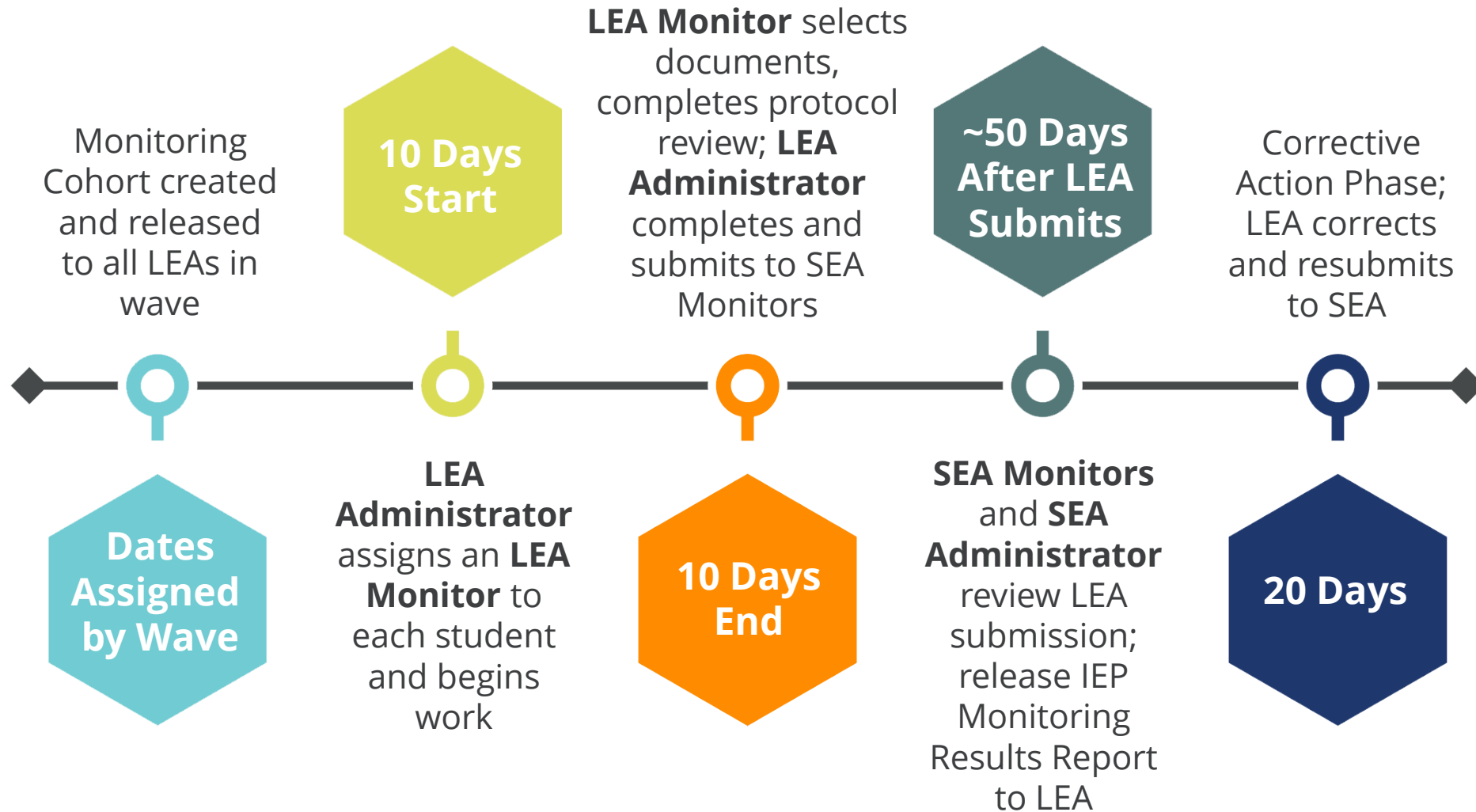
IEP Monitoring Overview

FY26 IEP Monitoring Wave Assignment

- LEAs will be assigned to one of four “waves” throughout the year 2025-26.
- The number of files reviewed in each LEA is based on the IEP monitoring risk analysis data from 2024-25.
- A notification of LEA “wave” assignment and the number of files to be reviewed will be released soon and sent to the IDEA Director shown in ePlan contacts.



IEP Monitoring Timeline



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IEP Monitoring Protocol

FY26 IEP Monitoring Protocol

- FY26 IEP Monitoring Protocol is now available:
- TN PULSE>Resource Library>TDOE IEP Monitoring Tools
- ePlan>TDOE Resources>2025-26>FY26 IEP Monitoring

FY26 IEP Monitoring Protocol

- The FY26 IEP Monitoring Protocol will be used to determine compliance of the IEP file(s) selected at both the LEA and SEA levels of review.
- To determine compliance, LEAs must upload all documentation identified within the protocol into the IEP Monitoring platform for review. Documents not uploaded to the monitoring platform or documents that are blank or are missing signatures will be considered noncompliant.
- The narrative for each category found under response criteria gives information allowing clarification for each indicator.

Trends from FY25 IEP Monitoring

- Adverse Impact Statements did not address all eligibility categories.
- Invitations missing date were sent and/or meeting date; unable to determine 10-day timeline.
- Evaluation Summary Reports were missing Formative and Summative assessment data.

FY26 IEP Monitoring Protocol

Domains and Indicators:

- **Initial Evaluation:** 17 indicators
- **Reevaluation:** 15 indicators
- **IEP:** 23 indicators
- **Secondary Transition (begins at age 14):** 7 indicators

**Each indicator is evaluated on its own merits*

Changes to FY26 IEP Monitoring Protocol

- Additions:

- I.13 (initial evaluation), R.14 (reevaluation), 40 (IEP) indicators added to reflect T.C.A. § 49-10-103(d) requiring the LEA to provide a copy of the evaluation report used in the determination of the student's eligibility for special education to the student's parent at least forty-eight (48) hours prior to the scheduled team meeting. Attestation of parent will be found on the eligibility document and IEP (if applicable).
- I.16 (initial evaluation) allows for LEA to submit documentation of exit form from TEIS Extended Option as justification for not meeting the 30 day IEP development timeline.

Changes to FY26 IEP Monitoring Protocol

- Additions:
 - 31 (IEP) added requirement for preschool justification statement to be added to IEPs for PK3 and PK4 students.
 - Footnote for 27 (IEP) classroom accommodations should align with assessment accommodations (requirement language removed from indicator description).

Changes to FY26 IEP Monitoring Protocol

- Deletions:
 - R.6 (reevaluation) procedural safeguards **required** documentation language
 - IEP classroom accommodations (see footnote addition above)
 - IEP medical homebound removed as it applies to both gen ed and spec ed, footnote will be added that justification for change of placement should be documented in the LRE statement and/or PWN.

Changes to FY26 IEP Monitoring Protocol

- Significant Change in Descriptor:
- Measurable Annual Goal (MAG) alignment with IDEA and SBE
- **The IEP includes annual goals that are objective and measurable, a statement on how the child's progress will be measured, and when progress reports will be provided** (*compliance is determined by provided progress report documentation*).
- ***Note: Components of objective and measurable goals include: target behavior or skill, condition and criterion.***
- ***Note: Alternate assessment requires measurable goals **and** objectives.***

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IEP Monitoring Tips

Tips for IEP Monitoring Process

- Double check to make sure each indicator has a response.
- Link or upload **only** the document applicable to that indicator.
- Be as accurate as possible with responses based on evidence the LEA monitor provided in the platform.
- If the platform **does not** match the student file contact the SEA Administrator/IDEA Compliance Manager (*Laura Dunn*) before beginning the monitoring process.
- As the designated LEA Admin ensure that you are clicking on and viewing each uploaded document before submitting for SEA review.

The Stranger Test

- **When reviewing student documents, remember:**
 - The student documentation is viewed through the lens of a “stranger.”
 - Compliance decision-making is based on each required document and the information contained within that document individually and not cumulatively.
 - No inference can be made from the information and no prior knowledge of the student or circumstances is available.

Tips for IEP Monitoring Process

- Double check to make sure each indicator has a response.
- Link or upload **only** the document applicable to that indicator.
- Be as accurate as possible with responses based on evidence the LEA monitor provided in the platform.
- If the platform **does not** match the student file contact the SEA Administrator/IDEA Compliance Manager (*Laura Dunn*) before beginning the monitoring process.
- As the designated LEA Admin ensure that you are clicking on and viewing each uploaded document before submitting for SEA review.

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Roles and Responsibilities

Accessing the IEP Monitoring Platform

FY26 IEP Monitoring: Accessing the Platform

- Each LEA will receive notifications with wave assignments and cohort release dates. The IEP Monitoring Platform in TN PULSE will not be available until the cohort release for each assigned wave.



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Roles and Responsibilities

Changing User Roles and Assigning Monitors

Changing User Roles and Assigning LEA Monitors

- The **LEA Administrator** role is set by the TN PULSE vendor.
 - **Do not attempt to alter or change the role, including adding a monitoring user role.**
- The **LEA Administrator** is responsible for the assignment of an LEA Monitor for each student in the cohort.
- The **LEA Administrator** may change *LEA Monitor* assignments.
 - Select *Update and Save* after any change is made.
- Every student in the cohort must have an *LEA Monitor* assigned before the details page can be accessed.



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Roles and Responsibilities

Replacing a Student

LEA Administrator: Replacing a Student

- A student must be shown to be inactive and/or ineligible before a replacement can be requested.
- Once this status is confirmed, a checkbox to request a replacement will be available.
- ***Note:*** *If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) OR the student is an out of state transfer please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*



LEA Administrator: Replacing a Student

- Once a student in the cohort is replaced, the LEA Administrator must assign an LEA Monitor before the details pencil will reappear.

Note: *If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) OR the student is an out of state transfer please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*



LEA Administrator: Replacing a Student

- If this process does not replace the student immediately, or a replacement due to unusual circumstances is needed please contact the SEA Administrator Laura.Dunn@tn.gov for assistance.
- **Note:** *If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) OR the student is an out of state transfer please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*



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Indicator Responses

LEA Monitor

LEA Monitor: Indicator Responses

- The LEA Monitor must upload all required documents for each section.
- The LEA Monitor must respond to each indicator based on the information in each required document.
- If the response is “yes” (compliant) no additional comments are required.
- If the response is “no” (non-compliant) the LEA is required to add a comment.
- Internal comments are viewable only to the LEA Monitor and LEA Administrator.

Providing Required Documents

▼ Area: IEP

Additional Required Documents

Documents	Document Link	Upload Document	Link Existing Document	Delete Document
Invitation to Meeting	Invitation to Meeting (inactive)			
Current IEP (annual or addendum)	IEP (inactive)			
Current IEP signature pages (includes parental consent)				
Previous IEP (first page only)				
Tennessee Alt Assessment documentation (with signature)				
Homebound Placement Review (if applicable)				
Prior Written Notice for IEP				
Progress Report (Most Recent)				
10 day waiver (if applicable)				
Other Documentation (If Applicable)				

Note: Ensure that all linked or uploaded documents are finalized and signed if appropriate.

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Indicator Responses

LEA Administrator

LEA Administrator: Indicator Responses

- The LEA Administrator must review all provided required documents for each section.
- The LEA Administrator must respond to each indicator based on the information in each required document and the LEA Monitor response.
- The LEA Administrator must respond either “agree” or “disagree” to the LEA Monitor response.

LEA Administrator: Indicator Responses

- If the LEA Administrator disagrees with the LEA Monitor response, the student can be returned to the LEA Monitor for revision.
- The LEA Administrator can also change the LEA Monitor Response rather than marking “disagree” if not returning the file for revision.
- Internal comments are viewable only to the LEA Monitor and LEA Administrator.

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Submitting the Cohort

LEA Submission and Timeline

- During the ***initial review phase*** once the cohort is released, the LEA has ten (**10**) business days to complete the review files, upload documents, respond to all indicators, and submit to the SEA.
- Review and upload are based on current documents at the time of cohort release during the initial review phase.
- For the initial review phase, extensions must be requested through the IEP monitoring platform in PULSE in writing. The LEA Administrator will receive a confirmation email once approved.



LEA Submitting the Cohort

- The **LEA Administrator** must submit the cohort to the SEA as a group; individual students cannot be submitted.
- Once the cohort is submitted to the SEA for review, no changes can be made.



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IEP Monitoring Results Report

IEP Monitoring Results Report

- Once the SEA Monitor and Administrator review is complete, the **IEP Monitoring Results Report** will be released.
- The LEA Administrator will receive notification from the SEA Administrator the day the report is released and will be able to access the report within the IEP monitoring system.
- Staff training addressing all findings contained on the IEP Monitoring Results Report is required and should be given within the 20 days allotted for corrective actions.



Accessing the Report



- Upon notification that the LEA IEP Monitoring Results Report has been released click on “IEP MONITORING REPORT” to access the information.

Signature of Receipt

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year
2022-2023

Monitoring Cycle
Period

Monitoring Protocol
Standard

 Compliance Monitor Report

☐ Confirm receipt of IEP Monitoring Results Report

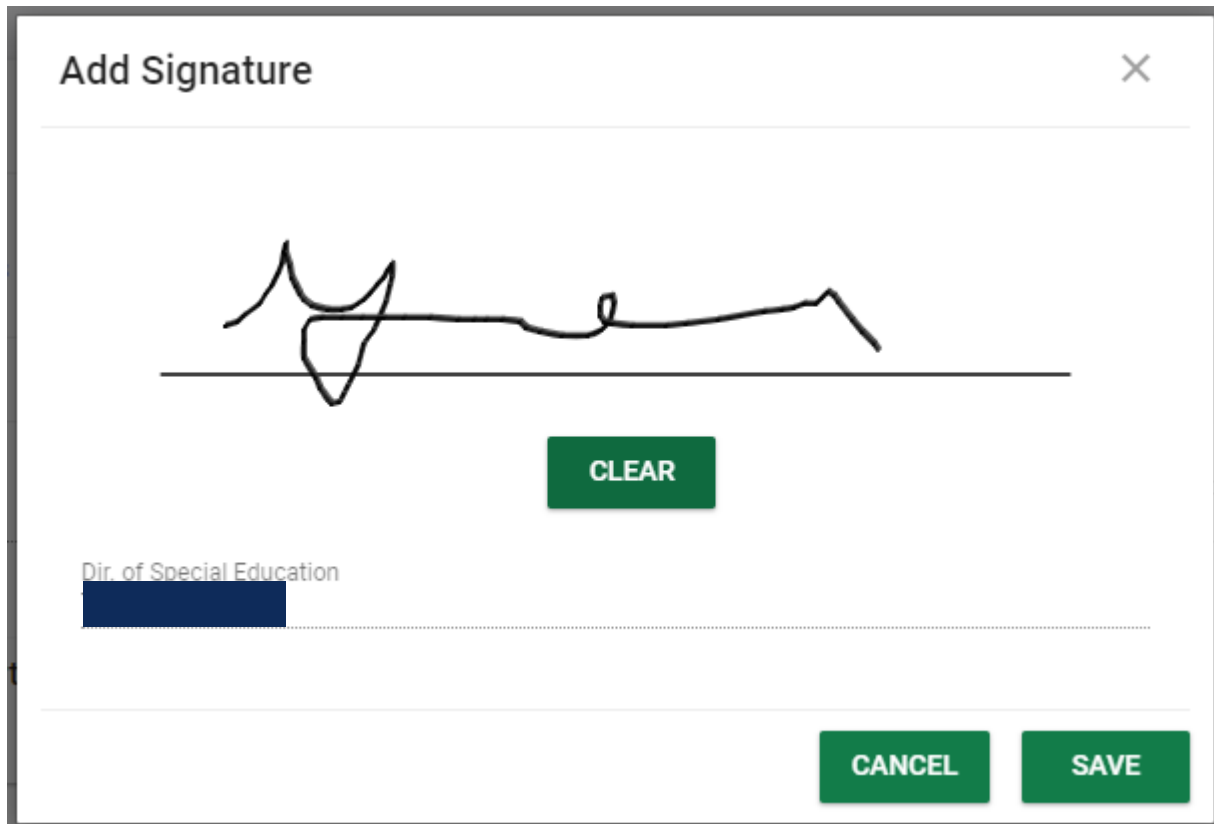
Signatures [ADD SIGNATURE](#)

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.

[SUBMIT REPORT RECEIPT](#) [SAVE](#)

- When accessing the IEP Monitoring Results Report tab, the receipt and Signature screen will appear first. Click “ADD SIGNATURE” which will allow you to electronically sign for the report as received.

Signature of Receipt



The screenshot shows a web-based 'Add Signature' dialog box. At the top, the title 'Add Signature' is displayed next to a close button (X). Below the title is a large horizontal line for a signature. A handwritten signature in black ink is visible on this line. Underneath the signature line is a green button labeled 'CLEAR'. Below the 'CLEAR' button is a text input field with the placeholder text 'Dir. of Special Education'. At the bottom right of the dialog box are two green buttons: 'CANCEL' and 'SAVE'.

- Sign using a mouse or touch screen and click "SAVE".
- Only the LEA Administrator is required to sign, additional signatures are available based on LEA preference.

Signature of Receipt

Reports

Monitoring Year
2022-2023

Monitoring Cycle
Period

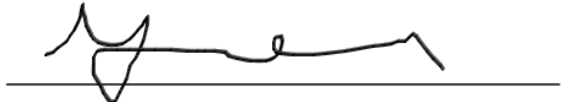
Monitoring Protocol
Standard

 Compliance Monitor Report

☒ Confirm receipt of IEP Monitoring Results Report

Signatures

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.



 _____

Date
08/03/2023

SUBMIT REPORT RECEIPT **SAVE**

- Once signature is saved, check the confirm receipt box and click “SUBMIT REPORT RECEIPT”.

Accessing the Report

IEP Monitoring Results Report

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year 2022-2023	Monitoring Cycle Period	Monitoring Protocol Standard
------------------------------	----------------------------	---------------------------------

 Compliance Monitor Report

☒ Confirm receipt of IEP Monitoring Results Report

- Once the receipt of signature has been confirmed, click “Compliance Monitor Report” to receive a copy of the report.

Signature of Receipt

FY24 (2023-24) Individualized Education Program (IEP) Monitoring Results Report

The IEP Monitoring Results Report process included multiple levels of review of randomly selected IEPs and related records. The list below includes items that were less than 100% compliant. The signature of receipt of this report must be completed before viewing and will be stored within TN PULSE.

Agendas and sign in sheets for required training and subsequent corrective actions must be completed and provided in TN PULSE by MM/DD/YYYY.

For assistance within the platform please see the **TN PULSE: IEP Monitoring Manual for Users and Administrators**. Please reach out to the following Tennessee Department of Education (department) staff members for additional assistance.

- Ashley Colbert | East TN IDEA and Perkins Monitoring Specialist
- Stan Cook | Middle TN IDEA and Perkins Monitoring Specialist
- LaTrese Watson | West TN IDEA and Perkins Monitoring Specialist
- Laura Dunn | IDEA Compliance Manager
- Geneva Taylor | Senior Director of Compliance

Item	Category	Action Steps	Required Documentation
I.1	Parental Consent for Initial Assessment 34 C.F.R. § 300.300(a) TN SBE Rule 0520-01-09-.04	Not correctable at the student level	Parental Consent for Initial Assessment
State ID: 5318497		SEA Comment: A parent signature was not present on the provided document.	
I.10	Ruled Out Lack of: Reading, Math, or LEP as Determinant Factor for Disability Determination 34 C.F.R. § 300.306(b)(1) 34 C.F.R. § 300.308	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.	Signed/Completed Eligibility Form
State ID: 5300366		SEA Comment: All required signatures were not present on the provided form.	

- Report is organized by item number.
- Due date for corrective actions will be calculated based on release of report (20 business days).

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Corrective Actions

Corrective Action Phase

- Students who exit the LEA during the SEA review phase or corrective action phase will show as “exited” in the platform once “reason” information has been entered into PULSE. No additional action will be needed by the LEA.
- If a student has "exited" the LEA but the student status does not update, please contact the SEA Administrator.



Corrective Action Phase

- During the ***corrective action review phase***, once the IEP Monitoring Results Report is released, the LEA has **20** business days to complete the corrective actions and upload the corrected documents.
- During the **corrective action phase**, the LEA Administrator is also **required to provide training** based on the IEP Monitoring Results Report.
 - This documentation must be provided within **PULSE** within **20** business days.
- Extensions may be requested via email to the SEA Administrator for the corrective action phase of the monitoring process.



Accessing Corrective Actions

IEP Monitoring Results Report

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year 2022-2023	Monitoring Cycle Period	Monitoring Protocol Standard
------------------------------	----------------------------	---------------------------------

 Compliance Monitor Report

☒ Confirm receipt of IEP Monitoring Results Report

- In the IEP Monitoring Results Report Tab, click “Corrective Actions” to access the information.

Accessing Corrective Actions

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Response Status

Response Status
Incomplete

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				8	0		Incomplete
Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				7	0		Incomplete

[SUBMIT](#) [SAVE](#)

- “Response Status” is the status of the cohort overall.
- Use the “Expand” arrow to see corrective action details for each student.
- “Status” is the status of a specific student.

Corrective Actions by Student

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
▼	5356973	Startt	Abel	8	0		Incomplete

Attached Evidence

[UPLOAD DOCUMENTS](#)[LINK DOCUMENTS](#)

File Name	Date Uploaded	Delete
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Monitoring Findings and Corrective Actions

Finding	Category	Action Steps	Edit	Status
1.3	Parent Input: Evaluation 34 C.F.R. § 300.305(a)(1)(i)	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.		Incomplete
SEA Comments: Parent input was not included in the evaluation report and/or a separate parent input form was not included in evaluation documentation.				
LEA Comments:				
Required Documentation: Parent Input Form or Documentation of Input in Evaluation Report				
☐ Evidence Attached		☐ Response is complete		
I.6	Evaluation Followed IDEA Requirements 34 C.F.R. § 300.304	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.		Incomplete
SEA Comments: The evaluation did not follow IDEA requirements.				
LEA Comments:				
Required Documentation: Evaluation Report				
☐ Evidence Attached		☐ Response is complete		

- Once expanded all corrective actions for a specific student will be viewable to the LEA.

Corrective Actions by Student

21	Adverse Impact Statement 34 C.F.R. § 300.320(a)(1)(iv)	Convene an IEP team to develop an addendum or new IEP to correct the finding of non-compliance.	 Incomplete
SEA Comments: The Adverse Impact Statement did not describe specifically how student's disability(ies) affect participation and progress in the general curriculum.			
LEA Comments:			
Required Documentation: Current IEP			
☐ Evidence Attached		☐ Response is complete	

- Clicking the pencil icon allows the LEA to document that required evidence is attached and the response is complete.



Corrective Actions by Student

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Response Status
Response Status
Complete

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				8	8		Completed
Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				7	7		Completed

SUBMIT **SAVE**

- Once verification is made and saved, the overall response status and individual student response will show as "Completed".
- Click "SUBMIT" to submit LEA corrective actions for review.

Corrective Actions by Student

IEP Monitoring Results Report

[SELECT PREVIOUS YEAR](#)

Receipt and Signature

Corrective Actions

Documents

Response Status

Response Status

Submitted

- Once the LEA cohort is submitted the overall response status will change to “Submitted”.

Resources

- FPO Monitoring Office Hours

- Link provided on IEP Monitoring Notification and on Wave release email.
- IEP Monitoring Hours: Mondays 11-12 CT (12-1 ET)

[Join the meeting now](#)

Meeting ID: 281 152 762 205 7

Passcode: WB6t4ih6

- **FY26 IEP Monitoring Protocol**

- ***TN PULSE*** > *Resource Library* > *TDOE IEP Monitoring Tool*

- ***ePlan*** > *TDOE Resources* > *Monitoring* > *2025-26* > *FY26 IEP Monitoring*



Contacts

- **Laura Dunn** | IDEA Compliance Manager
Laura.Dunn@tn.gov
(615) 961-1331
- **Stan Cook** | IEP Monitoring Specialist
Stanley.Cook@tn.gov
(615) 772-3252
- **LaTrese Watson** | IEP Monitoring Specialist
LaTrese.Watson@tn.gov
(615) 486-8022



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1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>

Evaluation

- Please use your phone to complete an evaluation.
- Selections:
 - Today's date
 - Laura Dunn
- In Q10, please put "IEP Monitoring" to differentiate this session from others.





Thank You!

Questions?



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